

# Iowa Eligibility Application Direct Certification *hawk-I* Verification Overview

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# hawk-i

## hawk-i/Medicaid Information Form

Read this information and **sign if you decide you do not want** your name released to **hawk-i** or Medicaid.

If your children do not have health insurance, you will be interested to know that many families getting free and reduced price meals can also get free or low-cost health insurance for their children.

The law now requires schools to share your free and reduced price meal eligibility information with Medicaid and **hawk-i**, the State's medical insurance program for children. Specifically, we will give them your child's name and your name and address. Medicaid and **hawk-i** can only use the information to identify children who may be eligible for free or low-cost health insurance and then to contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose.

You are not required to allow us to share information from your children's free and reduced price meal application with Medicaid or the **hawk-i** program. It will not affect your children's eligibility for free and reduced price meals. If you do **NOT** want your information shared with Medicaid or **hawk-i**, you must tell us by completing the information below at the time you complete your free/reduced application. If you want further information, you may call **hawk-i** at 1-800-257-8563.

**I DO NOT** want school/home sponsor/child care or Head Start center officials to share information from my free and reduced price meal application with Medicaid or **hawk-i**. Also, if you are already receiving Medicaid or **hawk-i**, please sign below. This will avoid another contact.

Child's Name: _____	School/Child Care/Head Start Center: _____
Child's Name: _____	School/Child Care/Head Start Center: _____
Child's Name: _____	School/Child Care/Head Start Center: _____
Parent/Guardian Name (Printed) _____	Signature _____ Date _____

## *hawk-i*

- ▶ On reverse of application and paper direct certification letter
- ▶ On reverse of electronic direct certification notice to family

Passive consent may be confusing to households

## *hawk-i*

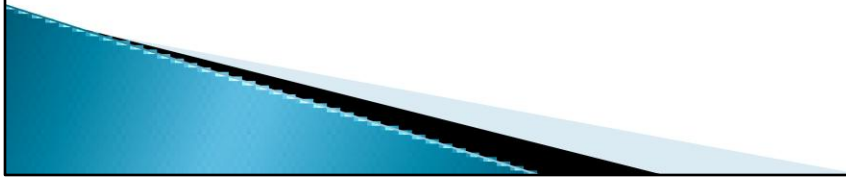
- ▶ Parent or guardian must sign on the back of the application if they do not want their name to be released to *hawk-i* or Medicaid.
- ▶ Schools are required to share all names of those who did not sign the form.

## *hawk-i* signatures

- ▶ Call attention to signature area for *hawk-i*
- ▶ Remind parents to sign the form if
  - Their children are covered by *hawk-i*
  - They have other insurance on their children
  - Their children receive Medicaid or Title XIX coverage
  - They do not want to be contacted

## *hawk-i* reporting

- ▶ Reporting site will be available August 1 this year
- ▶ Closing November 30
- ▶ Excel form for reporting is on the website
- ▶ May also pull a list from the POS or SIS



# Electronic reporting for *hawk-i*

- ▶ JMC has added an electronic reporting function to their lunch module
- ▶ Student information systems require use of user identified fields to develop report
- ▶ Contact your POS or SIS vendor for assistance.

These changes were made to reduce the number of times you must handle the applications, to reduce your labor requirements.

## Does Your Child Need Health Insurance?

You work hard to make ends meet. That's why Iowa offers Healthy and Well Kids in Iowa (*hawk-i*) health care coverage for uninsured kids of working families. ★

A working family of three making \$54,930 a year may qualify. To find out how to cover your kids, just call or go online today.

★ Call *hawk-i* at  
**800-257-8563**

Online at  
[www.hawk-i.org](http://www.hawk-i.org)

Comm. 371 (7/09)



***hawk-i***  
Healthy and Well Kids in Iowa

Eligibility will not be affected by race, color, national origin, age, disability or sex, except where it is required by law.




# *hawk-i* reporting site

- ▶ <http://www.hawk-i.org/freelunch>.
- ▶ Log in and password
  - Log in: your school's 8 digit agreement number. Example: 85230000
  - Password: bluebird\$

The first screen. Type in your account number and the password bluebird\$ here

You are not currently logged into the system.



State of Iowa  
Department of Human Services  
*hawk-i* Free and Reduced Price Meal Program

Home

Log In

Account #:

Password:

[Click Here for Password Recovery](#)

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Change the password here. The top box should be bluebird\$. Choose another password for the new password. Type in the security question and answer.

Click Here to Logout: [Logout](#)  
Account Login:

 **State of Iowa**  
**Department of Human Services**  
**hawk-i - Free and Reduced Price Meal Program**

▼ Home  
▶ [FileLoad](#)

Update Your Password.  
All fields are required and must be completed.  
New Password minimum length is 7  
and must contain a non-alphanumeric character.

Password:   
New Password:   
Confirm New Password:


New Security Question and Answer  
Security Question:   
Security Answer:

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This is what it will look like when you are done. Click here

Click Here to Logout: [Logout](#)  
Account Login:

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State of Iowa  
Department of Human Services  
*hawk-i* - Free and Reduced Price Meal Program

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▼ Home  
▷ FileLoad

Update Your Password.  
All fields are required and must be completed.  
New Password minimum length is 7  
and must contain a non-alphanumeric character.

Password:

New Password:

Confirm New Password:

New Security Question and Answer

Security Question:


Security Answer:

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Download the file template. Use the template if you will be typing a spreadsheet. Use the template as a comparison to set up your electronic files.

Click Here to Logout: [Logout](#)  
Account Login: 01530000



**State of Iowa**  
**Department of Human Services**  
**hawki-i Free and Reduced Price Meal Program**

▼ Home  
▸ [FileLoad](#)

Please make a selection:

- ☒ Download File Template
- ☐ Upload Completed File

Click the Download File button to download the Excel file template.

[Download File](#)

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Click on open.

## *hawk-i* - Free and Reduced Price Meal Program

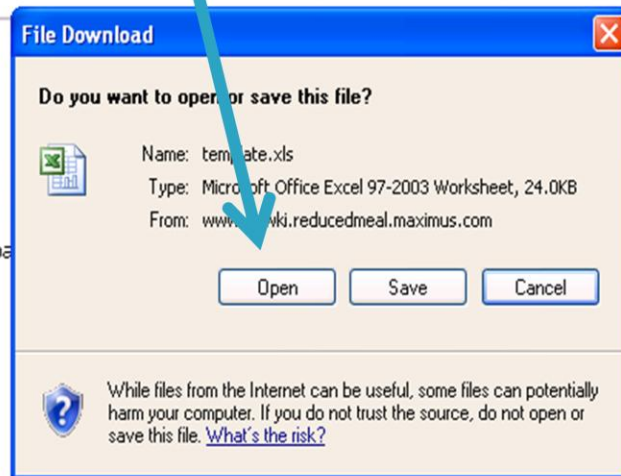
election:

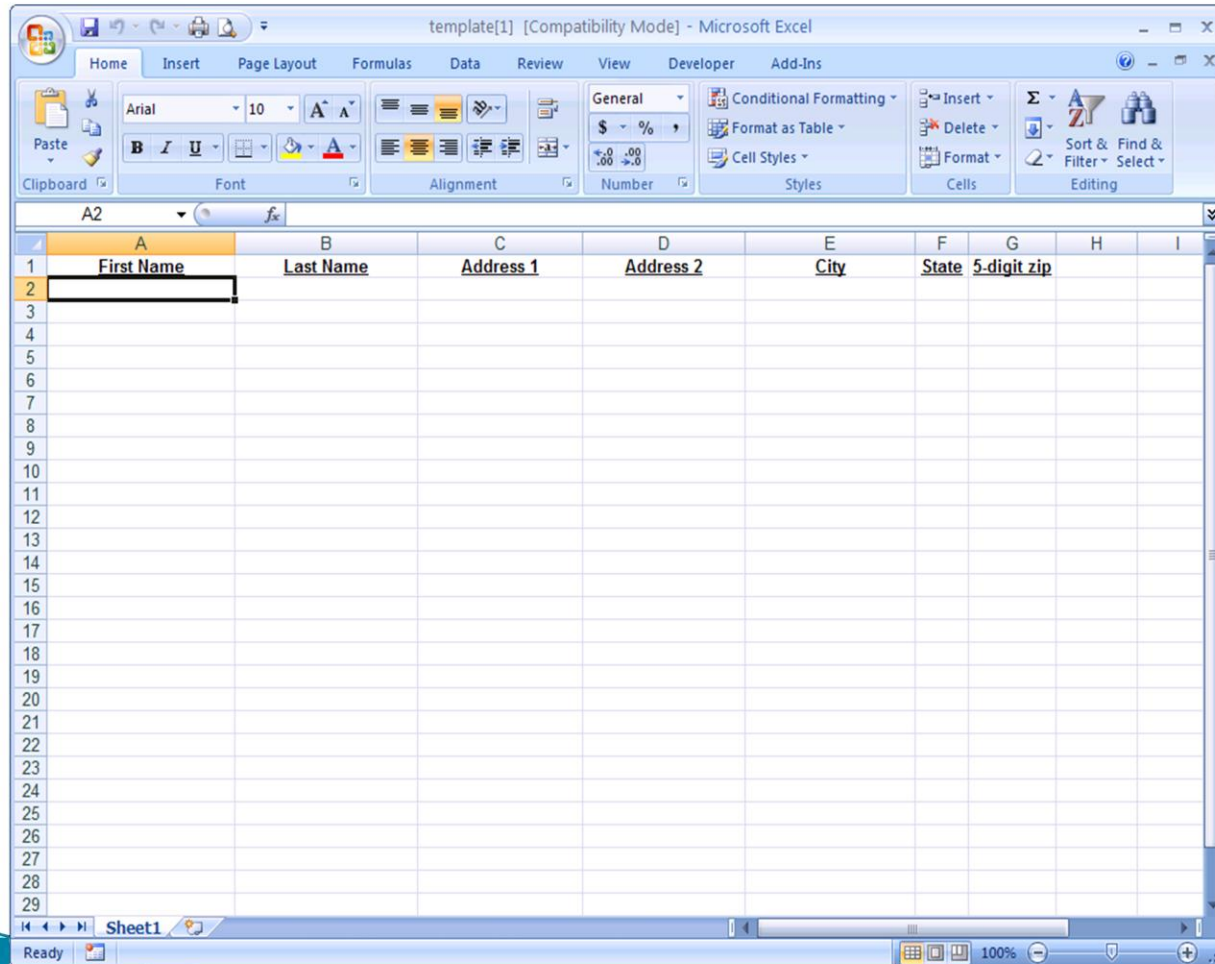
le Template

pleted File

ad File button to download

le






This is what the spreadsheet looks like. Notice the columns.

When the file or spreadsheet is ready, click on upload.

Click Here to Logout: [Logout](#)  
Account Login: 01530000



**State of Iowa**  
**Department of Human Services**  
***hawk-i* - Free and Reduced Price Meal Program**

▼ Home  
▸ [FileLoad](#)

Please make a selection:

☐ Download File Template  
☒ Upload Completed File

1. Click the Browse button to find your completed Excel file on your computer.  
2. To upload the completed Excel file, please click the Upload File button.

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The screen will look like this if you have located a file by browsing.

Click Here to Logout: [Logout](#)  
Account Login:



## State of Iowa

### Department of Human Services

### *hawk-i* - Free and Reduced Price Meal Program

▼ Home  
▶ [FileLoad](#)

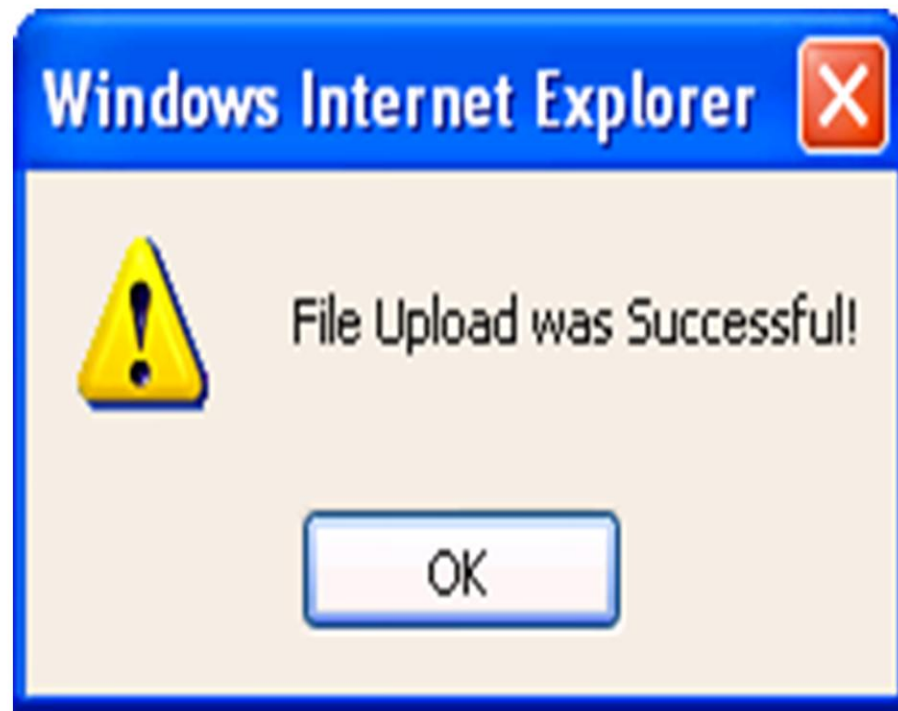
Please make a selection:

- ☐ Download File Template
- ☒ Upload Completed File

1. Click the Browse button to find your completed Excel file on your computer.
2. To upload the completed Excel file, please click the Upload File button.

File name: C:\Documents and  
Settings\Desktop\template.xls  
File Size: 27136 kb  
Content type: application/vnd.ms-excel  
File was successfully uploaded. Thank You.  
Please Logout.

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# Web Addresses

- ▶ DE website:

<http://www.iowa.gov/educate/>

Click on Nutrition on the left

- ▶ CNP 2000 website:

<https://www.edinfo.state.ia.us/CNP/AppChoice.asp>

# Email for passwords

- ▶ Forgotten passwords, that is...
- ▶ `CNP2000@iowa.gov`



# Contact E-Mail addresses and phone numbers

- ▶ Main number  
515-281-5356
- ▶ Nancy Christensen, Consultant  
[nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov)  
515-281-5663
- ▶ Or your area consultant